



3500 LEGAL ADVISOR'S OFFICE (Revised December 21, 2009)

3510 GENERAL

The Police Legal Advisors are members of the City Attorney's Office, but are assigned to the Police Department. The Police Legal Advisors shall be available to consult with department members at all times. The Legal Advisor shall perform such duties as may be assigned by the Chief of Police, including annual legal update training required of all sworn members.

3520 DUTIES AND RESPONSIBILITIES

3521 Legal Opinions

Any member of the department may contact the Legal Advisor concerning any work-related legal issue, including the evaluation of any case on which a legal opinion may be helpful. Requests for assistance may be oral or written.

3522 Field Observation and Assistance

The Legal Advisor may be consulted prior to enforcement action that raises questions concerning the application of criminal law or the potential for civil liability. The Legal Advisor shall be called out to the scene of any officer involved shooting, all in-custody deaths, any scene at which a Board of Inquiry has been convened, and to any other scene as directed by the Chief of Police.

3523 Civil Disturbance

In the event of a civil disturbance, the Legal Advisor shall act as liaison with the Pima County Attorney's Office, the City Attorney's Office and the municipal, state and federal courts, as necessary. This may include assisting with arrangements for mass arrest procedures, abbreviated arrest and processing forms, and protection of the rights of arrestees.

3524 Continuing Education and Training

The Legal Advisor shall advise department members of judicial decisions or legislation that will likely have an effect on the objectives, operations, practices, or policies of the department.

The Legal Advisor shall be available to assist the Training Academy, upon request, with curriculum review. The Legal Advisor shall instruct Law and Legal curriculum at the Academy and shall assist the Training Division in the development of comprehensive in-service training programs. The Legal Advisor shall publish legal training materials as necessary.

3525 Public Records and Information

The Legal Advisor shall advise department members regarding applicable legal guidelines relating to the dissemination of public records. The Legal Advisor shall review proposed department *General Orders*, policies, and procedures for possible legal ramifications.



3526 **Liaison**

The Legal Advisor shall be responsible for acting as a liaison with the following groups, and the Legal Advisor will assist in drafting any agreements, memorandums of understanding, intergovernmental agreements and legislation that may be necessary as a part of these liaison relationships:

- Prosecution agencies
- Private attorneys
- Courts
- Legislative bodies
- Bar Associations
- Other law enforcement agencies

3527 **Personnel Issues**

The Legal Advisor shall advise supervisory and command staff on employment law issues; however, the Legal Advisor shall take no part in the department disciplinary proceedings.

3528 **Police Professional Liability Litigation; Claims**

The Legal Advisor shall review and recommend payment or denial of all claims filed against the department. The Legal Advisor shall act as a liaison with city and private attorneys employed to represent officers or the city in all police professional liability cases, providing information and consultation. The Legal Advisor shall keep senior command staff advised of the status of these cases, as needed.

3529 **Contracts and Agreements**

The Legal Advisor shall be available to assist in review and drafting of contracts, intergovernmental agreements, memorandums of understanding and other agreements entered into by the city regarding department issues, grants and programs.